



## **FREMONT PLANNING BOARD**

**March 18, 2009**

### **Meeting Minutes**

Approved March 25, 2009

Present: Chairman Roger Barham, Co-Chair and CC Rep. Jack Karcz, Selectman Brett Hunter, Members John (Jack) Downing, Alternate/Building Official Thom Roy, RPC Circuit Rider David West and Land Use AA/Recording Secretary Meredith Bolduc.

Also present: Derek Downing

Mr. Barham opened the meeting at 7:10 pm.

Mr. Downing made the motion to approve the minutes of the March 4, 2009 meeting as written. Motion seconded by Mr. Karcz with unanimous favorable vote.

There was a discussion relative to the need for 3 full Board members as there are currently only four members including the ex officio (Selectman). A full Planning Board would consist of 1 ex officio Member (Selectman), 6 full Board Members and up to 5 Alternate Members. Mrs. Bolduc said that she has been in contact with Mr. Angelone who has agreed to move from alternate to full Board Member if the Board so agrees. She noted that this would be a new 3-year appointment.

Mr. Karcz made the motion to recommend to the Selectmen that Mr. Angelone be moved from Alternate to full Planning Board member. Motion seconded by Mr. Downing with unanimous favorable vote.

#### **PROJECTS PENDING WITH RPC**

- Inclusionary Housing Zoning Ordinance – funded with CTAP Phase I Discretionary Funds; completion date of May 19, 2009. = \$5,000
- Housing Chapter of the Master Plan - funded with CTAP Phase I Discretionary Funds; original completion date of December 2008, moved to May 19, 2009. = \$5,000
- CTAP DOT Build-out- funded with CTAP Phase I Discretionary Funds; completion date of May 19, 2009. = \$10,000
- Open Space Plan - funded with CTAP Phase I Discretionary Funds; completion date of May 19, 2009. = \$10,000
- Transportation Chapter of the Master Plan - funded with NH DOT Matching Funds Grant and the Town's share (\$2,500) has been paid; original completion date of June 30, 2008.
- Water Resource portion of the NRI Chapter of the Master Plan – funded with the Targeted Block Grant (TBG) and the Town's share (\$2,000) has been paid; completion date of June 30, 2009.

WILLIAM & MILISSA COPP

Map 2 Lot 164-02

Present: Mellisa Copp and William Copp Sr.

At 7:30 pm the Copp's met with the Board to discuss the possibility of changing the use of the front building on their property, located at 218 Main Street, from the currently approved pet daycare facility to an ice-cream shop. Mrs. Copp said that they would like to sell crafts and NH made products at the premise as well. There is a bathroom in the upstairs of the building, but they intend to have an outside portable toilet. They submitted a letter of intent and a drawing of the subject building.

There was a conversation relative whether to amend the current site plan review. Mr. West stated that according to Section 1.8 (C) of the Site Plan Regulations a Site Plan Review is required when there is a "change within a structure from one permitted use to another permitted non-residential use."

Following a discussion the Board agreed that the Copps do need Site Plan Review as the request is for a change in use of the property. The property is also located in the Village District so that Ordinance would need to be complied with as well. The Board agreed that the owners could use their existing septic system design plan as the required plan to submit with their Site Plan Review application as long as everything on the outside of the property is included on it, including the portable toilet. The Site Plan Review process was explained. At 7:50 pm Mr. & Mrs. Copp thanked the Board and left the meeting.

#### CTAP

##### Discretionary Funds

At the last meeting Mr. West reported that the deadline for distribution of the CTAP Phase I Discretionary Funds has changed from June 30, 2009 to May 19, 2009 for producing any project pending. For Fremont this includes; 1) Build-out Analysis, 2) the Inclusionary Housing Zoning Ordinance, 3) Open Space Plan and 4) the Housing Chapter of the Master Plan.

The Board agreed that the sequence for the projects is; 1) Build-out; 2) housing; 3) inclusionary housing.

Mr. Barham said that on March 11, 2009 he contacted Ansel Sanborn of the CTAP to advise him that Fremont has the Build-out Analysis, Inclusionary Housing Zoning Ordinance, and the Housing Chapter of the Master Plan projects pending with RPC that have all been approved by CTAP to be funded through the Phase I Discretionary Funds. These three projects should be completed sequentially, but the Build-out Analysis that is to be done by CTAP has not been completed. Mr. Barham related to Mr. Sanborn that it was his understanding that the CTAP Phase 1 discretionary funding originally had no expiry date but subsequently a June 2009 deadline was imposed; then at the last Planning Board meeting the RPC advised the Board that to meet this deadline, all three projects will have to be complete by May 19, 2009. Mr. Barham inquired as to how firm the June 2009 deadline is and can it be extended? If the deadline can be extended, then a revised schedule can be established with the RPC and all projects could be completed as intended. He asked if the deadline is a hard date, what is the subsequent schedule

for funding? Mr. Barham said that Mr. Sanborn answered his inquiry by stating that other Towns have experienced the same problem and he is working toward a mid-December (2009) time extension for the CTAP 1-year program.

Mr. Barham said that he would like to contact Cliff Sinott, Executive Director of RPC to find out if the Build-out Analysis, Housing Chapter of the Master Plan and Inclusionary Housing Ordinance projects can be delivered in sequence by CTAP's May 19, 2009 completion date. Mr. Barham said that he would relate to Mr. Sinott that if CTAP extends the deadline, or if they allow the Phase I funding to be extended, there is no issue, but if that May 19, 2009 deadline is firm the Board would need to know what are Mr. Sinott's proposals to complete the projects sequentially and if he cannot complete, one or all of the projects will be cancelled.

Mr. Downing made the motion that the Board authorize Mr. Barham to cancel one or all of the Community Technical Assistance Program (CTAP) projects with Rockingham Planning Commission (RPC) if they cannot be delivered sequentially by the May 19, 2009 deadline. Motion seconded by Mr. Karcz with unanimous favorable vote.

#### Housing Chapter of the Master Plan

Mr. Barham reported that he and Mr. West requested, and received from Town Administrator Heidi Carlson, a Vision assessment database report which included the most recent housing data for use relative to the Inclusionary Housing Ordinance and the Housing Chapter of the Master Plan. He said that additional information that would be helpful is the vintage of houses. They will review this information and request any new information that may be necessary.

#### Transportation Chapter

Mr. West submitted a draft of the Transportation Chapter of the Master Plan. This draft included sections on: Purpose and Vision, Roadway Network, Scenic Roads, Roadway Conditions, Intersection Conditions, Roadway Management Concerns, Current Road Maintenance Program, Financing Road Improvements, State and Regional Transportation Plans, Public Transportation, Pedestrian and Bicycle Travel, Transportation Tools, and Recommendations.

The Board reviewed the draft at length with emphasis on roadway classifications, road conditions, management and maintenance programs, tools and recommendations. There were several suggestions for revisions. Mr. West said that he would contact the Road Agent and Town Administrator Heidi Carlson for additional information. Mr. West will make the changes as suggested by the Board Members and bring the document back to the next meeting for the Board for continued their review. The Members also agreed to review the document at home.

Mr. Roy said that a while ago NHDOT came to look at the ponding issue at the corner of Beede Hill Road and Rt 107 by the Historical Museum and he thought they were going to fix the culvert so it would not flood, but that has not happened. Mr. West agreed to find out what happened to that project.

#### WETLANDS ZONING ORDINANCE

There was previously a discussion relative to the \$3,000 left of this round of the CTAP discretionary funds that were allotted to be spent by Fremont on a wetlands zoning issue.

Mr. Barham reported that Mark West, Wetland Scientist with West Environmental, Inc., has been contacted and agreed that he can review Fremont's existing Wetland Ordinance for missing and/or outdated setback requirements including graduated buffers and increased/decreased buffers in the prime wetland areas as well as those of standard wetland areas. The final product would be an amendment of the ordinance that would focus on missing buffer elements and modify the existing buffer requirements. Mr. West agreed that \$3,000 is a sufficient amount to do the project. An application was filled out and signed by Mr. Karcz as CTAP representative and by Mr. Barham as the Planning Board Chairman and will be submitted to the Selectmen for that Board's Chairman to sign, then submitted to CTAP for approval.

#### GIS DATA

Mr. West agreed to put together a portfolio of GIS data layers relative to Fremont that can be packaged and made viewable with ArcReader software for use by the Town.

#### INCOMING CORRESPONDENCES

There was no incoming correspondence.

Mr. Karcz made the motion to adjourn at 9:50 pm.

Motion seconded by Mr. Downing with unanimous favorable vote.

Respectfully submitted,  
Meredith Bolduc, Land Use AA/Recording Secretary